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GUIDELINES FOR THE DEVELOPMENT OF MERGED AREA VOCATIONAL SCHOOLS AND AREA COMMUNITY COLLEGES BY THE MERGED AREA BOARDS.

IOWA STATE DEPT. OF PUBLIC INSTR., DES MOINES

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DESCRIPTORS- *BOARDS OF EDUCATION, *GUIDELINES, *AREA VOCATIONAL SCHOOLS, *COMMUNITY COLLEGES, PROGRAM ADMINISTRATION, ADMINISTRATOR GUIDES,

THE STAFF OF THE STATE DEPARTMENT OF PUBLIC INSTRUCTION, ADVISORY COMMITTEES, ADMINISTRATORS OF JUNIOR AND COMMUNITY COLLEGES, AND DIRECTORS AND ADMINISTRATORS OF AREA VOCATIONAL SCHOOLS WERE INVOLVED IN CREATING THESE GUIDELINES DESIGNED TO HELP NEW BOARDS OF DIRECTORS OF AREA VOCATIONAL SCHOOLS AND AREA COMMUNITY COLLEGES. CONTENTS INCLUDE (1) PHILOSOPHY, PURPOSES, CHARACTERISTICS, AND FUNCTIONS OF AREA VOCATIONAL SCHOOLS AND AREA COMMUNITY COLLEGES, (2) DUTIES OF THE MERGED AREA BOARD, (3) DUTIES OF THE MERGED BOARD WHICH REQUIRE STATE BOARD APPROVAL, (4) DUTIES OF THE STATE BOARD, (5) RESPONSIBILITIES OF THE MERGED AREA BOARDS FOR ORGANIZING, STAFFING, AND OPERATING A SCHOOL, AND (6) RESPONSIBILITIES OF THE DIRECTORS AND HEADS OF VARIOUS PROGRAMS AND SERVICES OF THE SCHOOLS. A DIAGRAM OF THE AREA VOCATIONAL SCHOOL OR AREA COMMUNITY COLLEGE ADMINISTRATIVE STRUCTURE AND RELATED NOTES ARE INCLUDED. (PS)

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of
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THE MERGED AREA BOARDS

State of Iowa
Department of Public Instruction
Des Moines

VT 01511

State of Iowa

1966

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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Department of Public Instruction
Des Moines

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PURPOSE OF GUIDELINES

These are guidelines meant to be helpful to new boards of directors of merged areas for area vocational schools and area community colleges developed in accordance with Chapter 247, Acts of the 61st General Assembly (Senate File 550). The Department of Public Instruction realizes that members of these boards will have varying patterns of school board membership experience and occupational backgrounds. Thus, the value of these guidelines will vary from merged area to merged area.

These are not standards. They say, in effect, "Here are the mandates of the law; here also are suggestions from experienced and interested people; here is a track to run on. You may find that less than the whole track is acceptable to you." There are probably others.

The law does provide that standards for the approval of area vocational schools and area community colleges shall be adopted. It is likely that certain items included herein as guidelines may later become adopted as standards. However, except for items specifically covered by law, this publication does not set forth standards.

The guidelines are the composite work of many people through cooperative action. Their creation has involved a number of the staff of the Department; reactions and suggestions have been sought and received from such groups as the Advisory Committee on Area Community Colleges, the State Vocational Education Advisory Committee, administrators of junior and community colleges, directors and administrators of area vocational schools and certain task forces of the Iowa Cooperative Study of Post-High School Education. These groups are not responsible for the final content of these guidelines, however.

The guidelines are not rigid. Experience may show that they need to be altered. Thus, suggestions are invited.

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GUIDELINES FOR THE DEVELOPMENT OF MERGED AREA VOCATIONAL SCHOOLS OR AREA COMMUNITY COLLEGES BY THE MERGED AREA BOARDS

1.0 Philosophy of and Purposes for Area Vocational Schools and Area Community Colleges

The purpose of the area school in Iowa is to furnish more and better opportunities to learn. Each area school will be operated in a merged area. Each will do its best to offer more programs for more people than ever before.

Offering the same program to everybody can hinder, rather than help, people to find equal opportunity. Every person should be given ways to better himself through learning. Skills, basic information and occupational knowledge should be offered, along with the learning now called "collegiate."

The people served should have wide choice in ways to learn and to work. Whether they have finished high school or not, they should find courses of study in area schools to help them.

1.1 Characteristics of area vocational schools or area community colleges

Area vocational schools or area community colleges, to meet the opportunities inherent in state and federal legislation, will have the following characteristics:

A. That comprehensive function, curriculum and service will become the common characteristic, regardless of the "direction" each area takes in its beginnings.

B. That admission to instruction in these area schools will be for everyone, although admission to specific curricula will carry added requirements.

C. That most curricula will be post-high school in nature, but not necessarily requiring high school graduation first; that courses of high school vocational education will be offered to supplement programs of high school students in the area.

D. That by head count, more students in these area schools will be part-time students than are full-time.

E. That more adults than "teen-agers" will enroll, more employed people than unemployed, more for occupational programs than for college beginnings.

F. That there will be two-year (and more and less) programs in technical education designed for immediate jobs, but some of which may be used for transfer purposes; that these will be of college rigor and extent, but not copies of freshman and sophomore portions of four-year curricula.

G. That there will be additional occupational programs of various kinds and at various occupational entry levels, which youth, adults and the entire world of work want, need or will use for benefit.

H. That, also, under the direction of these same boards, and probably on these same campuses, will be programs preparing people of a wide age-range for transfer into four-year schools offering liberal arts, medicine, engineering, education, law, journalism, nursing, agriculture, business, music, art, architecture, and many other bachelor's degree programs.

I. That increasing numbers and increasing percentages of college-bound people will enter area schools as freshmen, and later transfer to the four-year colleges, both public and private.

J. That still greater numbers of people intending at the outset to obtain bachelor's degrees will interrupt formal schooling, temporarily at least, at the end of two or fewer post-high school years, by selecting occupation-related programs better suited to their own desires and abilities.

K. That many who enroll in these area schools for occupational programs will develop motivation to change curricula, later succeeding in technical and transfer programs.

L. That students not achieving well in four-year institutions will be provided with an opportunity to enter area schools to carry programs better suited to their needs.

M. That open-door policy and practice is the only policy and practice justifiable in the area schools, and that such a procedure makes necessary the expansion of curricula to include instruction in the fundamentals in the areas of communications, mathematics, and the like.

N. That with greater curricular choices available than ever before, students will need more guidance. The guidance function is central to the area school. The school should, indeed, be a guidance institution.

1.2 Functions of area vocational schools or area community colleges

Functions of a multipurpose area school may be summarized as follows:

A. Technical education

B. Vocational education

1. High school (for those who can profit, and the program is not available in their local district)
2. Post-high school

C. Adult occupational education

1. Training
2. Retraining
3. Upgrading

D. General education

1. High school for out-of-school people
2. Post-high school

E. Developmental (basic education)

F. Redirectional

G. Transfer

H. Screening function

I. Guidance

J. Reduction of socioeconomic or other handicaps

2.0 Declaration of Purpose, Federal Vocational Education Act of 1963

"The purpose of this Act is to authorize Federal grants to states to assist them to maintain, extend, and improve existing programs of vocational education, to develop new programs of vocational education, and to provide part-time employment for youths who need the earnings from such employment to continue their vocational training on a full-time basis, so that persons of all ages in all communities of the State--those in high school, those who have completed or discontinued their formal education and are preparing to enter the labor market, those who have already entered the labor market but need to upgrade their skills or learn new ones, and those with special educational handicaps--will have ready access to vocational training or retraining which is of high quality, which is realistic in the light of actual or anticipated opportunities for gainful employment, and which is suited to their needs, interests, and ability to benefit from such training." (P.L. 88-210, Section 1.)

3.0 Policy Statement: Area School Act[1]

"It is hereby declared to be the policy of the State of Iowa and the purpose of this Act to provide for the establishment of not more than twenty (20) areas which shall include all of the area of the state and which may operate either area vocational schools or area community colleges offering to the greatest extent possible, educational opportunities and services in each of the following, when applicable, but not necessarily limited to:

A. "The first two (2) years of college work including pre-professional education. (Section 1.1.)

B. "Vocational and technical training. (Section 1.2.)

C. "Programs for in-service training and retraining of workers. (Section 1.3.)

D. "Programs for high school completion for students of post-high school age. (Section 1.4.)

E. "Programs for all students of high school age who may best serve themselves by enrolling for vocational and technical training while also enrolled in a local high school, public or private. (Section 1.5.)

F. "Student personnel services. (Section 1.6.)

G. "Community services. (Section 1.7.)

H. "Vocational education for persons who have academic, socio-economic, or other handicaps which prevent succeeding in regular vocational education programs. (Section 1.8.)

I. "Training, retraining, and all necessary preparation for productive employment of all citizens." (Section 1.9.)

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[1]Unless otherwise indicated, section and subsection designations refer to Chapter 247 (S.F. 550), Acts of the 61st General Assembly (Des Moines: Iowa State Printing Board, 1966).

4.0 Definitions

4.1 "'Vocational school' means a publicly supported school which offers as its curriculum or part of its curriculum vocational or technical education, training, or retraining available to persons who have completed or left high school and are preparing to enter the labor market; persons who are attending high school who will benefit from such education or training but who do not have the necessary facilities available in the local high schools; persons who have entered the labor market but are in need of upgrading or learning skills; and persons who due to academic, socio-economic, or other handicaps are prevented from succeeding in regular vocational or technical education programs. (Section 2.1.)

4.2 "'Junior college' means a publicly supported school which offers as its curriculum or part of its curriculum two (2) years of liberal arts, pre-professional, or other instruction partially fulfilling the requirements for a baccalaureate degree but which does not confer any baccalaureate degree. (Section 2.2.)

4.3 "'Community college' means a publicly supported school which meets the curriculum requirements of a junior college and which offers in whole or in part the curriculum of a vocational school. (Section 2.3.)

4.4 "'Merged area' means an area where two (2) or more county school systems or parts thereof merge resources to establish and operate a vocational school or a community college in the manner provided in this Act. (Section 2.4.)

4.5 "'Area vocational school' means a vocational school established and operated by a merged area. (Section 2.5.)

4.6 "'Area community college' means a community college established and operated by a merged area. (Section 2.6.)

4.7 "'State board' means the State Board of Public Instruction. (Section 2.7.)

4.8 "'State superintendent' means the state superintendent of public instruction. (Section 2.8.)

4.9 "'Planning board' means any county board of education which is a party to a plan for establishment of an area vocational school or area community college." (Section 2.9.)

5.0 Duties of Merged Area Board

5.1 Exercise all the powers granted by law to public corporations of like character

"A merged area formed under the provisions of this Act shall be a body politic as a school corporation for the purpose of exercising powers granted under this Act, and as such may sue and be sued, hold property, and exercise all the powers granted by law and such other powers as are incident to public corporations of like character and are not inconsistent with the laws of the state." (Section 16.)

5.2 Establish policy and make rules

"Establish policy and make rules, not inconsistent with law and administrative rules, regulations, and policies of the state board, for its own government and that of the administrative, teaching, and other personnel, and the students of the school or college, and aid in the enforcement of such laws, rules, and regulations." (Section 23.6.)

5.3 Derive revenue by tax levy

"The board of directors of each merged area shall prepare an annual budget designating the proposed expenditures for operation of the area vocational school or area community college. The board shall further designate the amounts which are to be raised by local taxation and the amounts which are to be raised by other sources of revenue for such operation. The board of directors shall prorate the amount to be raised by local taxation among the respective county school systems, or parts thereof, in the proportion that the value of taxable property in each system, or part thereof, bears to the total value of taxable property in the area. The board of directors shall certify the amount so determined to the respective county auditors and the boards of supervisors shall levy a tax sufficient to raise the amount. No tax in excess of three-fourths (3/4ths) mill shall be levied on taxable property in a merged area for the operation of an area vocational school or area community college. Taxes collected pursuant to such levy shall be paid by the respective county treasurers to the treasurer of the merged area in the same manner that other school taxes are paid to local school districts." (Section 17.)

5.4 Receive and expend other funds

"In addition to revenue derived by tax levy, a board of directors of a merged area shall be authorized to receive and expend:

A. "Federal funds made available and administered by the state board, for such purposes as may be provided by federal laws, rules and regulations. (Section 18.1.)

B. "Other federal funds for such purposes as may be provided by federal law, subject to the approval of the state board. (Section 18.2.)

C. "Tuition for instruction received by persons who reside outside the area, or by persons twenty-one (21) years of age or over or who are high school graduates residing within the area, to be charged and collected in accordance with the rules adopted by the state board. (Section 18.3.)

D. "State aid to be paid in accordance with the statutes which provide such aid. (Section 18.4.)

E. "State funds for sites and facilities made available and administered by the state board. (Section 18.5.)

F. "Donations and gifts which may be accepted by the governing board and expended in accordance with the terms of the gift without compliance with the local budget law." (Section 18.6.)

5.5 Acquire sites, plant facilities and equipment

"Boards of directors of merged areas may acquire sites and erect and equip buildings for use by area vocational schools or area community colleges and may contract indebtedness and issue bonds to raise funds for such purposes." (Section 19.)

5.6 Incur indebtedness

"No indebtedness shall be incurred under section nineteen (19) of this Act until authorized by an election. A proposition to incur indebtedness and issue bonds for area vocational school or area community college purposes shall be deemed carried in a merged area if approved by a sixty (60) per cent majority of all voters voting on the proposition in the area." (Section 21.)

5.7 Obtain tax monies for sites, plant facilities and equipment

"In addition to the tax authorized under section seventeen (17) of this Act, the voters in any merged area may at the annual school election vote a tax not exceeding three-fourths (3/4ths) mill on the dollar in any one (1) year for a period not to exceed five (5) years for the purchase of grounds, construction of buildings, payment of debts contracted for the construction of buildings, purchase of buildings and equipment for buildings, and the acquisition of libraries, and for the purpose of maintaining, remodeling, improving, or expanding the area vocational school or area community college of the merged area." (Section 22.)

5.8 Pay bonds for sites, plant facilities and equipment

"Taxes for the payment of bonds issued under section nineteen (19) of this Act shall be levied in accordance with chapter seventy-six (76) of the Code. The bonds shall be payable from a fund created from the proceeds of such taxes in not more than twenty (20) years and bear interest at a rate not exceeding five (5) per cent per annum, and shall be of such form as the board issuing the bonds shall by resolution provide. Any indebtedness incurred shall not be considered an indebtedness incurred for general and ordinary purposes as prescribed under section four hundred seven point one (407.1) of the Code." (Section 20.)

5.9 Enter into contracts

"Have the power to enter into contracts and take other necessary action to insure a sufficient curriculum and efficient operation and management of the school or college and maintain and protect the physical plant, equipment, and other property of the school or college." (Section 23.5.)

5.10 Determine tuition rate

"Have authority to determine tuition rates for instruction as authorized under section eighteen (18), subsection three (3) of this Act." (Section 23.3.)

5.11 Sell articles produced in institution

"Have authority to sell any article resulting from any vocational program or course offered at an area vocational school or area community college. Governmental agencies and governmental subdivisions of the state within the merged areas shall be given preference in the purchase of such articles. All revenue received from the sale of any article shall be credited to the funds of the board of the merged area." (Section 23.7.)

5.12 Secure letters patent or copyright

"With the consent of the inventor, and in the discretion of the board, secure letters patent or copyright on inventions or students, instructors, and officials of any vocational school or community college of the merged area, or take assignment of such letters patent or copyright and make all necessary expenditures in regard thereto. Letters patent or copyright on inventions when so secured shall be the property of the board of the merged area and the royalties and earnings thereon shall be credited to the funds of the board." (Section 23.8.)

5.13 Appoint directors when vacancies occur

". . .Vacancies on the board which occur more than ninety (90) days prior to the next annual school election shall be filled at the next regular meeting of the board by appointment by the remaining members of the board. The member so chosen shall be a resident of the district in which the vacancy occurred and shall serve until the next annual school election, at which election a member shall be elected to fill the vacancy for the balance of the unexpired term. A vacancy shall be defined as in section two hundred seventy-seven point twenty-nine (277.29) of the Code. No member shall serve on the board of directors who is a member of a board of directors of a local school district or a member of a county board of education." (Section 12.)

5.14 Cause election ballots and forms to be prepared

". . .The board of directors of each respective merged area shall be responsible for causing the printing of election ballots and the printing of necessary forms used by judges and clerks of election and by secretaries of local school districts in making election returns . . ." (Section 15.)

5.15 Canvass votes and issue certificates of election

". . .The votes cast in the election shall be returned to the respective boards of directors of the merged areas who shall canvass the vote and issue certificates of election as prescribed in section two hundred seventy-three point seven (273.7) of the Code. Members elected to the board of directors of a merged area shall qualify by taking the oath of office prescribed in section two hundred seventy-seven point twenty-eight (277.28) of the Code." (Section 15.)

5.16 Organize board annually

". . .The board of directors shall thereafter organize on the first (1st) Monday in October of each year. Organization of the board shall be effected by the election of a president and such other officers from the board membership as board members so determine. The board of directors shall appoint a secretary and a treasurer who shall each give bond as prescribed in section two hundred ninety-one point two (291.2) of the Code and who shall each receive such salary as shall be determined by the board. The secretary and treasurer shall perform such duties as are prescribed in chapter two hundred ninety-one (291) of the Code and such additional duties as the board of directors may deem necessary. The frequency of meetings other than organizational meetings shall be as determined by the board of directors but the president or a majority of the members may call a special meeting at any time." (Section 13.)

5.17 Change boundaries of director districts and merged area

"Change boundaries of director districts in merged areas after each decennial census or change in boundaries of the merged area to compensate for changes in population if such population changes have taken place." (Section 23.2.)

5.18 Exercise powers and duties not elsewhere classified

"Have the powers and duties with respect to such schools and colleges, not otherwise provided in this Act, which are prescribed for boards of directors of local school districts by chapter two hundred seventy-nine (279) of the Code." (Section 23.4.)

6.0 Duties of Merged, Area Board Which Require State Board Approval

6.1 Determine curriculum

"Determine the curriculum to be offered in such school or college subject to the approval of the state board." (Section 23.1.)

6.2 Receive and expend federal funds

The merged area board shall be authorized to receive and expend other federal funds for such purposes as may be provided by federal law, subject to the approval of the state board. (Adopted from Section 18.2.)

6.3 Expand to area community college

"The board of directors of a merged area initially organized for the establishment of, and which is operating, an area vocational school may with the approval of the state board expand the curriculum of the school to qualify as an area community college. The state board shall upon approval officially classify the school as an area community college." (Section 24.)

6.4 Convert public community colleges or junior colleges into area vocational schools or area community colleges

"Any local school district which operated a community or junior college for any period between September 1, 1964 and the effective date of this Act may continue to operate such college. Existing public community or junior colleges may be converted into area vocational schools or area community colleges in the manner provided in this Act. In addition, an existing public community or junior college may be converted into an area vocational school or area community college by agreement between the board of directors of the local school district operating the community or junior college and the board of directors of the merged area. Such agreement shall be effective only if approved by the state board of public instruction. Such agreement shall provide for reasonable compensation to such local school district.

"Where the board of any local school district operating a community or junior college and the board of directors of the merged areas are not in agreement on the reasonable value of any public community or junior college which is to be converted, the matters of disagreement shall be decided by three (3) disinterested arbitrators; one (1) selected by the local board, one (1) by the board of the merged area, and one (1) by the two (2) arbitrators so selected. The decision of the arbitrators shall be made in writing and a copy of the decision shall be filed with the secretary of the board of the merged area and the secretary of the local board. Any party to the proceedings may appeal therefrom to the district court by serving notice thereof within twenty (20) days after the decision is filed. Such appeal shall be tried in equity and a decree entered determining the entire matter. The decree so entered shall be final." (Section 26.)

7.0 Duties of State Board

7.1 Designate area vocational education schools

"Have authority to designate any vocational school or community college as an 'area vocational education school' within the meaning of, and for the purpose of administering, the Act of Congress designated the 'Vocational Education Act of 1963.' No vocational school or community college shall be so designated by the Board for the expenditure of funds under section thirty-five c (35c), subsection (a), paragraph five (5), Title twenty (20), U.S.C., which has not been designated and classified as an area vocational school or area community college by the State Board." (Section 25.1.)

7.2 Change director districts

"Change boundaries of director districts in any merged area when the board of directors of the area fails to change boundaries as required under section twenty-three (23), subsection two (2), of this Act." (Section 25.2.)

7.3 Change boundaries of merged areas

"Change boundaries of merged areas to take into account mergers of local school districts and changes in boundaries of local school districts, when necessary to maintain the policy of this Act that no local school district shall be a part of more than one (1) merged area. The State Board may also make other changes in boundaries of merged areas with the approval of the board of directors of each merged area affected by the change. At any time when the boundaries of a merged area are so changed, the State Board may authorize the board of directors of the merged area to levy additional taxes upon the property within the merged area, or any part thereof, and distribute the same so that all parts of the merged area are paying their share toward the support of the school or college." (Section 25.3.)

7.4 Administer, allocate and disburse funds for sites, construction

"Administer, allocate, and disburse any federal or state funds made available to pay any portion of the cost of acquiring sites for and constructing, acquiring, or remodeling facilities for area vocational schools or area community colleges, and establish priorities for the use of such funds." (Section 25.4.)

7.5 Administer, allocate and disburse funds for operation of merged district schools

"Administer, allocate, and disburse any federal or state funds available to pay any portion of the operating costs of area vocational schools or area community colleges." (Section 25.5.)

7.6 Approve sites and buildings

"Approve, in such manner as it may prescribe, sites and buildings to be acquired, erected, or remodeled for use by area vocational schools or area community colleges." (Section 25.6.)

7.7 Adopt rules and regulations

"Have authority to adopt such administrative rules and regulations as it deems necessary to carry out the provisions of this Act." (Section 25.7.)

7.8 Contract with local school boards

"Have the power to enter into contracts with local school boards within the area that have and maintain a technical or vocational high school and with private schools or colleges in the cooperative or merged areas to provide courses or programs of study in addition to or as a part of the curriculum made available in the community college or area vocational schools." (Section 25.8.)

7.9 Determine tuition rates

"Have authority to determine tuition rates for instruction as authorized under section eighteen (18), subsection three (3) of this Act." (Section 23.3.) (See 5.4-C of these Guidelines)

7.10 Approve curriculum

"Determine the curriculum to be offered in such school or college subject to approval of the State Board." (Section 23.1.)

7.11 Convert public community or junior colleges into area vocational schools or area community colleges

"Any local school district which operated a community or junior college for any period between September 1, 1964 and the effective date of this Act may continue to operate such college. Existing public community or junior colleges may be converted into area vocational schools or area community colleges in the manner provided in this Act. In addition, an existing public community or junior college may be converted into an area vocational school or area community college by agreement between the board of directors of the local school district operating the community or junior college and the board of directors of the merged area. Such agreement shall be effective only if approved by the State Board of Public Instruction. Such agreement shall provide for reasonable compensation to such local school district.

"Where the board of any local school district operating a community or junior college and the board of directors of the merged areas are not in agreement on the reasonable value of any public community or junior college which is to be converted, the matters of disagreement shall be decided by three (3) disinterested arbitrators; one (1) selected by the local board, one (1) by the board of the merged area,

and one (1) by the two (2) arbitrators so selected. The decision of the arbitrators shall be made in writing and a copy of the decision shall be filed with the secretary of the board of the merged area and the secretary of the local board. Any party to the proceedings may appeal therefrom to the district court by serving notice thereof within twenty (20) days after the decision is filed. Such appeal shall be tried in equity and a decree entered determining the entire matter. The decree so entered shall be final." (Section 26.)

7.12 Convert area vocational school into area community college

"The board of directors of a merged area initially organized for the establishment of, and which is operating, an area vocational school may with the approval of the State Board expand the curriculum of the school to qualify as an area community college. The State Board shall upon approval officially classify the school as an area community college." (Section 24.)

7.13 Establish a division of community colleges

"There is hereby established within the State Department of Public Instruction a division of community and junior colleges. The division shall, under the supervision of the State Superintendent, exercise the powers and perform the duties with respect to area and public community and junior colleges imposed by law upon the department." (Section 27.)

7.14 Appoint a director of the community colleges

"The State Superintendent, with the approval of the State Board, shall appoint a full-time director of the division of community and junior colleges and may employ such other qualified personnel as shall be necessary. The director shall be a person with teaching or administrative experience in the field of community and junior colleges or higher education and shall meet such qualifications in the area of vocational education as the State Board deems necessary." (Section 28.)

7.15 Duties of state advisory committee for area and public community and junior colleges

"The advisory committee shall advise the State Board on the establishment of area community colleges, on the adoption of standards for area and public community and junior colleges, and other matters relating to area and public community and junior colleges under the jurisdiction of the State Board and State Superintendent." (Section 32.)

7.16 Develop approval standards

"Approval standards for area and public community and junior colleges shall be established by the State Board of Public Instruction and the State Board of Regents, acting jointly, with the advice of the State Advisory Committee on community and junior colleges. Such standards shall be issued and enforced by the State Department of Public Instruction which shall certify as approved any area or public community or

junior college meeting such standards. Approval standards for area and public community and junior colleges shall include standards for administration, certification and assignment of personnel, curriculum, facilities and sites, requirements for the awarding of diplomas and other evidence of educational achievement, guidance and counseling, instruction or instructional materials, maintenance, school library, and staff." (Section 33.)

7.17 Establish standards and inspect

"Section two hundred fifty-eight point four (258.4), Code 1962, is hereby amended by inserting in line four (4) of subsection seven (7) of such section after the word 'programs,' the words 'area vocational schools and programs.'" (Section 34.)

Subsection seven (7) to read:

"Establish standards and annually inspect as a basis for approval all schools, departments, and classes, area vocational high schools and programs, area vocational schools and programs, (emphasis added) and all teacher training schools, departments, and classes, applying for federal and state moneys under provision of this chapter." (Section 258.4, subsection 7, as amended.)

7.18 Enforce standards

"Section two hundred eighty-six A point three (286A.3), Code 1962, is hereby amended by striking lines four (4) through eighteen (18) and inserting in lieu thereof the following:

"'Approval standards for public community and junior colleges shall be established and approved as prescribed in section thirty-three (33) of this Act, with said standards to be issued and enforced by the State Department of Public Instruction. Eligibility for receipt of state aid for public community and junior colleges shall be determined by the State Board of Public Instruction and the State Board of Regents. No aid shall be paid to a public community or junior college unless such college meets approval standards.'" (Section 36.)

8.0 Responsibilities of Merged Area Boards for Organizing, Staffing, and Operating an Area Vocational School or Area Community College

8.1 Orientation meeting

Items that may be of concern at this meeting are fiscal problems, organization of the administrative structure, and selection of the professional staff.

Assistance to the merged area board can be given by a team of consultants from the State Department of Public Instruction. This team can present information and answer questions concerning the organization and operation of an area vocational school or an area community college.

It is recommended that the merged area board invite these consultants to its first meeting to discuss these items and to outline the basic responsibilities of the merged area board and the State Board of Public Instruction.

8.2 Organization procedures of the merged area board

8.21 Initial organization

The initial board of directors shall organize within fifteen (15) days following the election. (Adapted from Section 13.)

8.22 Oath of office

Each new director shall qualify by taking the oath of office on or before the time set for the organization meeting of the new board. (Adapted from Section 15.) The oath may be administered by a county superintendent of schools. (Adapted from Section 277.28, Code 1962.)

8.23 Temporary chairman

The first item of business is to call the organization meeting to order and to elect a temporary chairman.

8.24 Election of a president

The permanent organization is effected by electing a president from the members of the board, who shall take office immediately. The president shall be entitled to a vote as a member. (Adapted from Section 13.)

8.25 Vacancies

(See paragraph 5.13 of these Guidelines)

8.26 Board records

Provisions should be made for the keeping of board records until a board secretary is appointed. A board president must be elected and such other officer may be elected from the board membership as board members so determine.

8.27 Interim officials.

If board members act in the capacity of secretary and treasurer for the interim period (the time remaining in the current fiscal school year), they shall each give bond to the school corporation which in no case shall be less than $500. The reasonable cost of such bond may be paid by the school corporation. (Sections 291.2 and 291.3, Code 1962.)

8.28 Interim budget

Review the financial resources of the new district and give consideration to an interim budget for operation during the balance of the present fiscal school year. Check with county school superintendents for possible funds available for the interim operation of area educational institutions.

8.29 Schedule of meetings

Adopt a schedule of regular meetings.

8.3 Adoption of philosophy

The area board should adopt for its institution a philosophy and purpose similar to those outlined in 1.0 of these Guidelines and as provided by Chapter 247, 61st G. A. and not in conflict therewith.

8.4 Establishment of administrative structure

There is a need for uniformity of administrative structure in the area vocational schools or area community colleges throughout the State of Iowa to provide order within the total statewide system. To accomplish this, it is recommended that the administrative structure for these area institutions be established at the local level in conformity with the proppsal made to the State Board of Public Instruction. (See Attachment A.)

In making this proposal, it is recognized that the kind of institution, its offerings, and its growth will be some of the factors which will govern the number of positions filled at the local level.

8.5 Employment of professional staff

This section presents certain basic facts regarding the legal qualifications which must be met by administrative and instructional personnel.

8.51 Superintendent

8.51-1 Legal qualifications

To be legally eligible for his position, the superintendent must be the holder of a teacher's certificate endorsed for service as superintendent of an area vocational school or area community college. The area board must make certain that the applicant for this position has been issued such a certificate by the State Board of Public Instruction.

The State Board has adopted the following preparation and experience requirements for a teacher's certificate endorsed for service as superintendent of an area vocational school or area community college:

> Applicant shall have completed an approved program of preparation based upon at least a master's degree in administration and shall have had five years of successful administrative experience including administration of an accredited or approved vocational or technical institution or program, each institution or program embracing two or more fields of vocational or technical education.

8.51-2 Additional qualifications meriting consideration

One of the most important decisions to be made by the area board is the selection of its superintendent. Beyond having made certain that the persons under consideration are legally qualified, the board might well consider items such as the following:

A. Maximum age
B. Maturity
C. Appropriateness of experience
D. Evidence of administrative competence
E. Demonstrated dedication to the total educational task envisioned in these Guidelines and illustrated in Attachment A.
F. Competence in interpreting area institution concept to the general public
G. Ability to establish rapport with college, management, and union personnel
H. Other items agreed upon by board of directors

8.52 Directors

As indicated in Attachment A, directors of various divisions or attendance areas of the area educational institution operated by an area board will be needed.

To be legally eligible for the administrative position of director, a person must be the holder of a teacher's certificate endorsed for such service.

8.53 Heads

It is a common practice to designate certain members of the instructional staff as heads of departments or instructional areas. Any person who holds a teacher's certificate endorsed for service as instructor in an area vocational school or area community college, and who has also met the approval standards for the teacher assignment(s) given him, may be designated as such a head.

8.54 Instructors

Instructors in area vocational schools or area community colleges must hold teachers' certificates endorsed for service in such institutions, and they must meet the approval standards of the Department of Public Instruction for the subjects which they teach.

8.55 Personnel for ancillary services

The term "ancillary services," as used herein, refers to activities such as: recruitment, placement and follow-up, student counseling, library, and for research. (See Attachment A for additional information.)

Personnel for ancillary services must meet the standards required of persons who perform such services. The merged area board should select such employees from persons who can show that they have met these standards.

8.6 Guidelines for financing area districts

Among the many responsibilities of school officials, financing education is one of the most difficult. Educational policy influences the school budget to a great degree, and increased educational opportunities generally exist where accounting procedures are well planned.

8.61 The budget

The budget is a threefold plan around which a school operates: (1) the educational plan--an outline of the educational opportunities the school hopes to offer during the ensuing year, (2) the spending plan--blueprint of the specific allocation of funds for the definite purposes in the educational plan, and (3) the revenue plan--a detailed analysis of sources of revenue to meet those expenditures.

The budget document will aid school officials by (1) formulating long-term plans, (2) presenting an awareness of the needs of all departments, (3) assisting in coordinating activities, (4) establishing work plans for each unit of the budget, (5) fostering foresight of expenditures and their control, (6) furnishing estimates of receipts and balances, (7) promoting economy, (8) rendering assistance in evaluation of the program, (9) promoting future planning, (10) providing a plan for explanation before the people, (11) offering a record of past plans, problems and decisions, (12) providing for raising standards in education, and (13) serving as a check of objectives to determine whether or not they are being met.

8.62 Funds to be administered by school officials of newly created district

School officials of newly created districts will administer the following funds:

8.62-1 Schoolhouse fund

Money collected by a tax authorized by the electors for the purpose of paying interest and principal on lawful bonded indebtedness. (Adapted from Section 291.13, Code 1962.)

8.62-2 General fund

Monies received and expended for all other purposes other than those listed under the schoolhouse fund. The annual budget determines the amount received. (Adapted from Section 291.13, Code 1962.)

8.62-3 Special activity fund

This fund is maintained to finance school activities. Income is provided from the receipts of these activities. This fund will not be dwelled upon in these Guidelines.

8.63 Financial problems existing until taxes can be levied

New districts will have financial problems until taxes can be levied, and state aid for student enrollments is received. Consequently, it behooves district officials to consider all aspects of budgetary possibilities.

8.64 Sources of income for the schoolhouse fund and general fund

8.64-1 Schoolhouse fund

A. Sale of bonds

The bonds shall be retired from a fund created from the proceeds of a tax for the payment of such bonds in not more than twenty (20) years and bear interest at a rate not to exceed five (5) per cent per annum.

(Adapted from Section 20.) Any school corporation is allowed to be indebted to a limit of five (5) per cent of the actual valuation of the district as ascertained by the last county tax. (Adapted from Chapter 178, Section 1, Acts of the 60th G. A. and Section 407.2, Code 1962.)

B. Gifts

School districts may accept gifts from a donor. (Adapted from Section 18.6.)

C. Three-fourths (3/4ths) mill levy

". . . the voters in any merged area may at the annual school election vote a tax not exceeding three-fourths (3/4ths) mill on the dollar in any one (1) year for a period not to exceed five (5) years for the purchase of grounds, construction of buildings, payment of debts contracted for the construction of buildings, purchase of buildings and equipment for buildings, and the acquisition of libraries, and for the purpose of maintaining, remodeling, improving, or expanding the area vocational school or area community college of the merged area." (Section 22.)

D. Construction Federal-State aid

The Higher Education Facilities Act of 1963 provides funds for building purposes, subject to appropriations yet to be made, and other developments. State capital outlay construction funds for vocational and technical education purposes to match or supplement Federal and/or local funds are to be available. Additional information will be forthcoming.

E. Miscellaneous

These receipts will not be included in any sources described thus far. For example, the sale of buildings or insurance coverage in cases of a fire and others.

8.64-2 General fund

A. Three-fourths (3/4ths) mill levy

A tax not in excess of three-fourths (3/4ths) mill can "be levied on taxable property in a merged area for the operation of an area vocational school or area community college." (Section 17.) A budget prepared in July, 1966 will not provide funds for the district until April, 1967.

B. Tuition

Tuition collected from enrolled students.

C. State aid

Area vocational schools and area community colleges are entitled to general school aid funds. The aid "shall be determined by multiplying two (2) dollars and twenty-five (25) cents by the average daily enrollment of students who are residents of the state and who are attending the vocational school or community college and are carrying twelve (12) or more semester hours of work plus the full-time equivalent of students carrying less than twelve (12) semester hours of work. Multiply this product by the actual number of days the school or college was officially in session. The aid computation shall be made separately for each area vocational school or area community college." (Section 37.2.)

D. Gifts

A merged area district may accept a gift or donation. (Adapted from Section 18.6.)

E. State-Federal funds

To be determined.

F. Miscellaneous

Any receipts which do not fall into previously explained areas.

After thorough preparation of the budget, the following steps must be taken:

1. Budget estimate

The budget estimate must be filed with the merged area board secretary at least twenty (20) days before the date fixed by law for certifying the estimate to the county auditors. (Adapted from Section 24.9, Code 1962.)

2. Publication of budget hearing

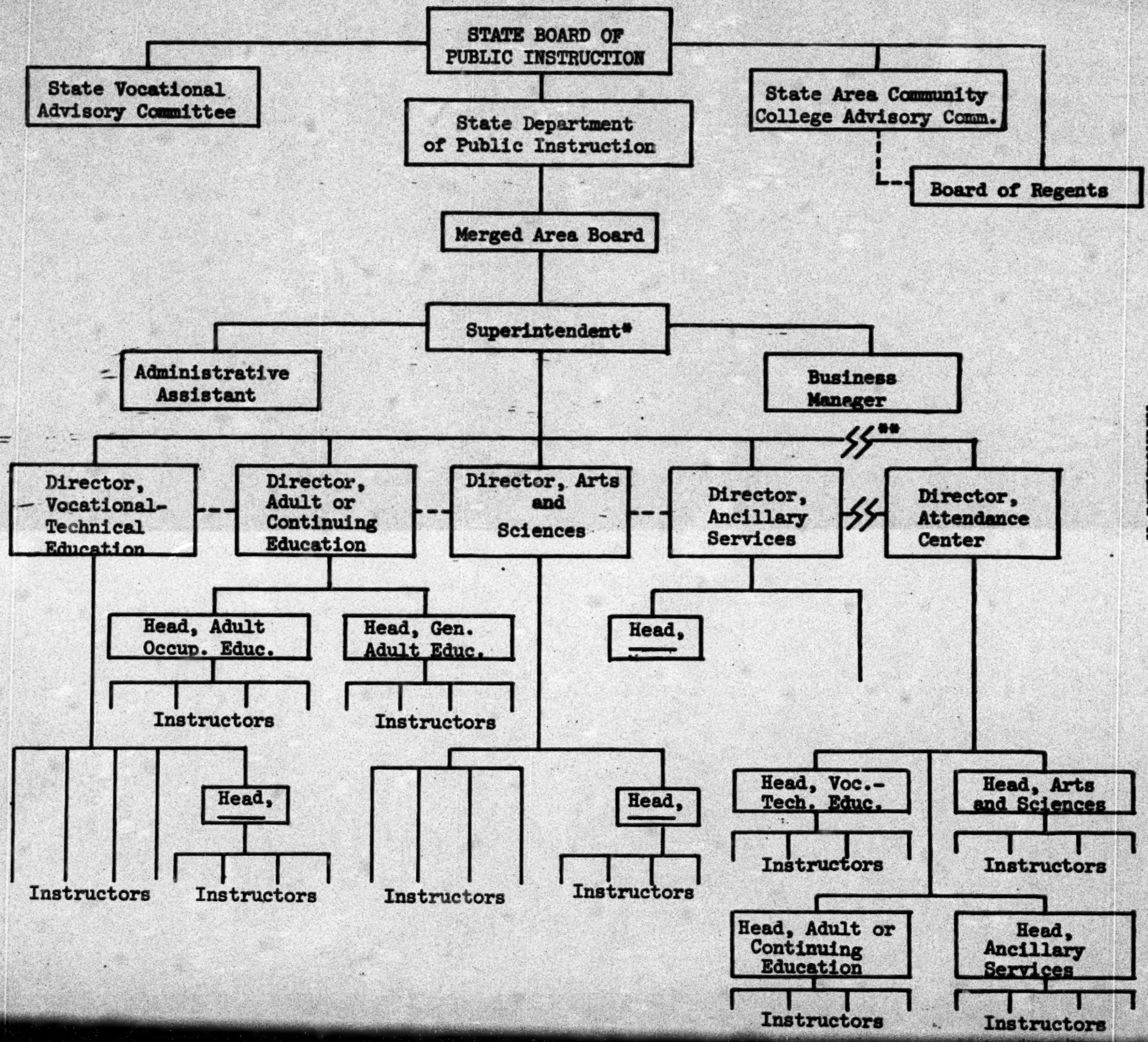
Notice of budget must be published at least ten (10) days prior to the hearing. (Adapted from Section 24.9, Code 1962.)

3. Adopted budget and certificate of school taxes

Two copies of the adopted budget and certificate of school taxes must be filed with the county auditors immediately after the budget hearing and not later than August 15. (Adapted from Section 24.17, Code 1962.)

A pamphlet entitled School Budget Preparation is available from the Department of Public Instruction.

ATTACHMENT A



Attachment A
Area Vocational School or Area Community
College Administrative Structure

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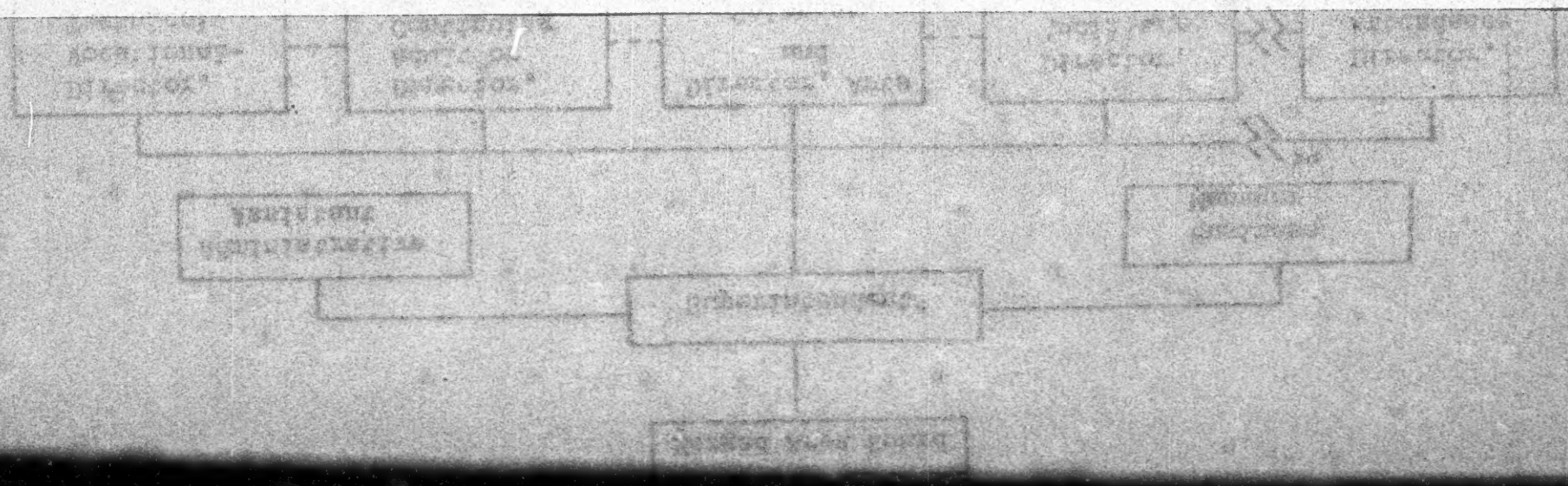
*The person under contract to serve as superintendent of an area vocational school or area community college shall be the holder of a teacher's certificate endorsed for such service. Likewise, directors, heads, and instructors must meet the certification and approval standards applicable to their positions.

**Positions to the right of this point are not a part of the immediate staff at the primary location; the number of directors (attendance center) will be equal to the number of attendance centers in the merged area. Administratively, the director of the attendance center is responsible to the superintendent.



NOTES TO ATTACHMENT A

1. Directors

Director, Vocational-Technical Education

Responsible for all full-time and part-time vocational and technical curriculum activity in the following areas of education:

agriculture
business and office
distributive
home economics
health occupations
trade and industrial
(technicians in areas above)
Manpower Development Training Act

In cooperation with the Director, Ancillary Services, coordinate ancillary services as they pertain to vocational and technical curriculum activity.

Director, Adult or Continuing Education

Responsible for all part-time adult occupational education in areas such as:

agriculture
business and office
distributive
home economics
health occupations
trade and industrial
(technicians in areas above)
supervisory development
apprenticeship
new industry

Responsible for all part-time adult general education such as:

adult basic education
adult secondary education
continuing general education such as:
- liberal
- informational
- avocational
- recreational

community service programs

In cooperation with the Director, Ancillary Services, coordinate ancillary services as they pertain to part-time adult or continuing occupational and general education activity.

Director, Arts and Sciences

Responsible for all full-time and part-time college parallel curriculum activity.

In cooperation with the Director, Ancillary Services, coordinate ancillary services as they pertain to college transfer curriculum activity.

Director, Ancillary Services

Responsible for the coordination of the following activities in cooperation with each of the other directors:

recruitment
selection
registration
placement
follow-up
student counseling--occupational and personal adjustment
library
staff personnel activities
work study
attendance reporting
visual aids and films
research

Director, Attendance Center

Responsible to the Superintendent for the operation of an attendance center which may include one or more of the following areas in addition to the area of ancillary services:

vocational-technical education
adult or continuing education
college transfer education

In cooperation with each appropriate director at the parent institution, coordinate the work of the appropriate head at the attendance center.

2. Heads

"Position Level" Subordinate to "Director Level"

The title "Heads" is suggested for the "position level" immediately subordinate to the "director level."

This individual will be concerned with activity similar to that noted in one of the following examples:

Responsible for heading up a department; e.g., mathematics department.

Responsible for heading up a group of teachers in a cluster of occupations; e.g., health occupations cluster which might include practical nursing, nurse's aid, hospital orderly, surgical technician, medical technologist, and medical laboratory assistant.

Responsible for heading up a whole sphere of programs; e.g., adult occupational education or adult general education.

Responsible for heading up an area of activity at an attendance center; e.g., vocational-technical education.

It will be highly desirable to use the same terminology when referring to all personnel at this "position level" to eliminate confusion and to provide continuity.

Responsibilities of individuals serving as heads will vary in accordance with the type of activity involved; e.g., head of mathematics department; adult general education; and head of ancillary services.

The following are responsibilities representative of those which persons designated as heads would carry:

Assist teachers in planning and developing effective programs to meet the needs of in-school youth, out-of-school youth, and adults.

Assist teachers in improving instruction through evaluation, counseling, curriculum development, providing instructional materials, local workshops, and conferences.

Assist in planning and carrying out studies and surveys.

Maintain cooperative relationships with school personnel, local organizations, public officials, and other groups and individuals.

Interpret the program to professional and lay workers.

Assist in obtaining facilities, equipment, and materials to meet the needs of the program.

Organize and work with advisory committees in planning and developing an effective program.

Plan, organize, and direct a program of in-service education of teachers.

Evaluate the local programs to ascertain whether or not local and state standards are being met.

Prepare and submit all necessary reports to the local school administrative personnel.

Ascertain the necessary staff to meet the needs of the program; recruit and recommend individuals for employment.

Cooperate with personnel in the area of ancillary services in regard to student recruitment, guidance, placement, follow-up, and evaluation of educational program.

Basis for the Appointment of Heads

At such time as the "span of control"* becomes more than eight (8), consideration should be given to employing an individual to fill a position as head on a part-time basis. As this span of control nears the point of doubling (16), consideration should be given to employing an individual to fill such a position on a full-time basis.

*Number of individuals supervised by one person.